

City of Hampton

Emergency Operations Plan – Abstract

PURPOSE

Hampton's EOP is an all-discipline, all-hazards plan that establishes a single, comprehensive framework for the management of city incidents. It provides the structure and mechanisms for the coordination of state support to impacted local governments and affected individuals and businesses.

This document explains the common discipline and structures that have been exercised and matured at the local, tribal, state, and national levels over time. Most importantly, it builds upon the National Incident Management System, which provides a consistent template for managing incidents.

SITUATIONS AND ASSUMPTIONS

Situations and assumptions affecting the City's emergency planning include the following:

Situations

- The City is vulnerable to various natural or man-made threats.
- Hurricanes represent the primary catastrophic events facing the city.
- A variety of other threats and emergencies exist including hazardous materials incidents, nuclear incidents, drought, air transportation incidents, civil disturbances, winter storms, and other types of severe weather.
- Due to the location and assets of the Hampton Roads region, this area is considered an at-risk metropolitan area.

Assumptions

- The City has significant resources and workers to deal with most emergencies. These resources can be quickly overwhelmed and exhausted during large emergencies.
- The public should be prepared for emergencies because there is the possibility of being isolated from public services resulting from emergencies.
- The City plans for the highest preparedness and response levels possible, realizing that a total preparedness level is not feasible.
- The City will depend upon outside resources and assistance in a major disaster. Outside assistance may take up to 72 hours, or longer, to arrive and to begin to effectively deal with the consequences of the emergency.
- The City will draw upon resources and workers from across the city, region, state, and nation to meet the challenge of a emergency.

- The City can best manage large-scale disaster from a centralized location, the Emergency Operations Center (EOC).
- Based upon anticipated or actual conditions, a local state of emergency maybe declared.
- The Commonwealth of Virginia will provide assistance as outlined in the COVEOP.
- The Federal Government will provide federal assistance as outlined in the National Response Framework.

GENERAL

The City's response to a major disaster will cause the Emergency Management organization to centralize and coordinate emergency operations. The City Manager, in such situations, assumes the role of Emergency Management Director. The City Manager receives staff support and advice from the Office of Emergency Management in the establishment and administration of our Incident Command System (ICS) which includes Emergency Support Functions (ESF). All departments are assigned to an ESF or a command role in ICS. Operational departments continue to deliver their normal services, coordinated under the ICS structure. These operations are normally run from the City's Emergency Operations Center.

Phases of Emergency Management

The four phases of Emergency Management do not always occur in isolation or in order listed below. Often phases of the cycle overlap and the length of each phase greatly depends on the severity of the disaster.

- Mitigation – Preventing future emergencies or minimizing the effects of disaster. Examples: building codes and zoning; vulnerability analyses; public education. Mitigation activities take place before and after emergencies.
- Preparedness - Planning how to respond. Examples: preparedness plans; emergency exercises/training; warning systems.
- Response - Responding safely to an emergency. Examples: search and rescue; emergency relief.
- Recovery - Returning the community to "normal". Examples: temporary housing; grants; medical care.

Organization

The emergency management system in Hampton is a hybrid of ICS and ESF's. The ICS model is used with ESF's under each of the ICS sections.

Incident Command System (ICS)

ICS is a standardized approach to incident management that:

- Enables a coordinated response among various jurisdictions and agencies.
- Establishes common processes for planning and managing resources.
- Allows for the integration of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure.

Emergency Support Functions (ESF)

During a response, ESFs are a critical mechanism to coordinate functional capabilities and resources. They represent an effective way to bundle and funnel resources and capabilities to responders. These functions are coordinated by a single agency but may rely on several agencies that provide resources for each functional area. The mission of the ESFs is to provide the greatest possible access to capabilities of Hampton regardless of which agency has those capabilities. Hampton coordinates response support from across the City and Non-Governmental Organizations. ESFs are coordinated by Hampton through its EOC.

The Emergency Support Functions for Hampton are:

1. Transportation
2. Communications
3. Public Works and Engineering
4. Firefighting
5. Emergency Management
6. Mass Care, Housing, and Human Services
7. Resource Support
8. Public Health and Medical Services
9. Urban Search and Rescue
10. Oil and Hazardous Materials Response
11. Agriculture and Natural Resources
12. Energy
13. Public Safety and Security
14. Long Term Recovery and Mitigation
15. External Affairs
16. Military Support
17. Volunteer and Donations Management

Responsibilities: Common and Specific

Besides the normal day to day functions and specific departmental emergency operations tasks, the following items are common to all departments.

- Insuring primary functions are prepared for disaster operations that may affect the community, including periods of planning, increased readiness, response, and recovery.
- Preparing appropriate internal procedures, emergency plans or standard operating procedures (SOPs) to address emergencies.
- Conducting regular internal review of assigned tasks.

- Establishing reporting procedures to assess emergency conditions, injuries, loss of life, and damage to facilities and equipment to the EOC.
- Tracking emergency activities for possible reimbursement to the City through public assistance programs.
- Developing public information materials for distribution to the public in emergencies.
- Communicating emergency responsibilities to employees and insuring they are ready to respond during an emergency.
- Preparing to work in non-traditional and supporting roles as needed.

ADMINISTRATION AND LOGISTICS

The following are administrative and logistical considerations in case of an emergency:

- Normal practices and procedures will be maintained under emergency conditions to the extent possible.
- Every effort will be made to document each transaction so complete records can be reconstructed and claims properly certified after the emergency period has passed.
- Various predetermined activities may be required to prepare facilities for the effects of an emergency. These include acquisition of supplies and materials, the relocation of equipment, and protection of facilities.
- Based upon the conditions associated with an emergency, arrangements may need to be made to relieve personnel to arrange for their families' protection.

PLAN DEVELOPMENT AND MAINTANANCE

The Office of Emergency Management staff maintains the City's Emergency Operations Plan (EOP). Departments with responsibilities in functional areas are responsible for assistance and developing plans in their areas of operations. Plans should be regularly updated and periodically tested to insure practicality and utility.

EMERGENCY MANAGEMENT FUNCTIONS

The following summarizes the basic emergency management tasks addresses by the City in its EOP.

Continuity of Government

Departments will insure the protection of vital records, establish lines of succession for the department, and develop contingencies for operations in an emergency.

Command and Control

The City Manager will determine when the EOP will be implemented in anticipation for or response to a particular emergency. Once activated, operations will be coordinated from the City's Emergency

Operations Center. Departments are encouraged to establish decentralized command functions to compliment emergency operations besides their EOC operations.

Communications

To the extent possible, communications will be accomplished following established procedures. Modification to these procedures may have to be made based upon emergency conditions. Departments should develop alternative communications and procedures for the increase flow of information during emergencies.

Warnings

The City Manger, through the Public Information Officer and Emergency Management functions, will coordinate warnings of anticipated emergencies.

Local TV Channels

WAVYChannel 10
WHRO.Channel 15
WTKRChannel 3
WTVZChannel 33
WVECChannel 13
Hampton TV..... Channel 47

Local Radio WHOV-88.1

Evacuation and Transportation

Strategic evacuation planning and decisions will be made by the City Manager with the participation of the emergency management staff and those departments involved in evacuation accomplishment. Public announcements of evacuation recommendations and orders will be made through the Public Information Officer.

Mass Care and Sheltering

Based upon the City Manager's direction, the Department of Human Services will operate public shelters, coordinating the other departments and agencies tasked in this operation. The City will maintain the capability to provide for short term sheltering. The City will work with outside agencies to establish long-term shelter operations. Public schools are normally used as public shelters and are operated in coordination with non-governmental organizations.

Emergency Public Information

The City Manager's Office will coordinate external affairs during emergencies.

Logistics

The City Manager's Office will appoint appropriate City personnel to manage the logistics function for the City. Departments should identify additional resources required in emergencies.

Damage Assessment

The Community Development Department, the City Assessor's Office, and other tasked departments will provide damage assessment information to evaluate and report disaster related conditions for purposes of situational evaluation and requests for State and Federal assistance. Departments will be responsible for assessing damages in their areas of responsibility.

Disaster Recovery Activities

The emergency management team will coordinate disaster recovery operations from the EOC. All departments are required to track their expenses and submit daily information to the Finance and Administration Section Chief.

Public and Individual Assistance

The Finance Department will be responsible for managing public assistance programs. The Departments of Human Services will support individual assistance programs.

Individuals with Special Needs

The Office of Emergency Management provides educational and personal emergency planning assistance to the special needs population. Individuals with special needs may voluntarily register with the Office of Emergency Management, for inclusion in the special needs database. The special needs database is used as a planning tool to accurately plan for this portion of Hampton's population.

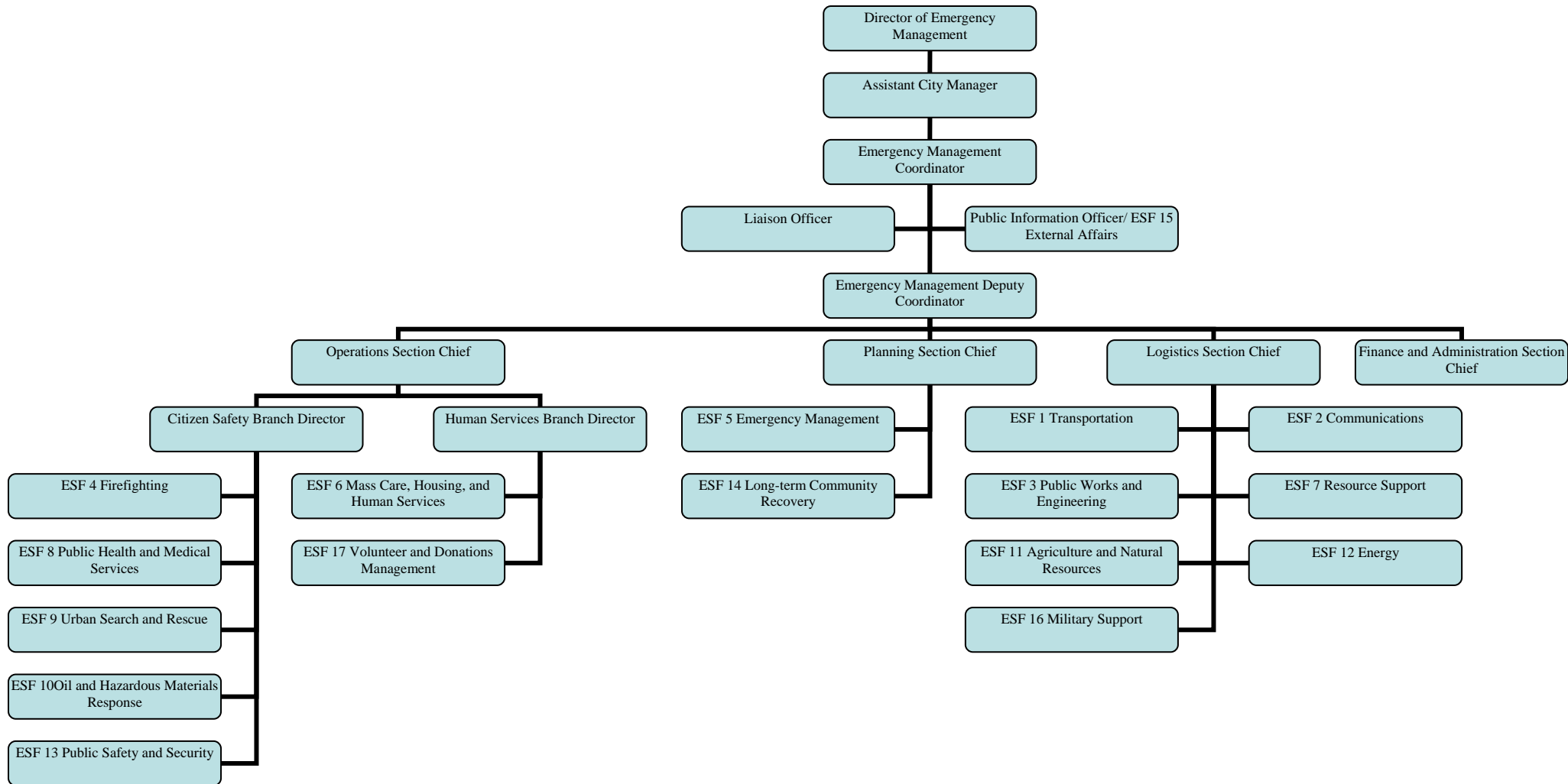
AUTHORITIES

Code of Virginia
Code of the City of Hampton, VA
Emergency Operations Plan, City of Hampton, VA
Virginia Emergency Operations Plan
Virginia Hurricane Response Plan
National Response Framework

Legal Authority

Section of the Code of the Commonwealth of Virginia Emergency Services and Disaster Laws, Title 44, Chapter 3.2 through 3.4 Code of Virginia as amended.

City of Hampton Emergency Operations Center Incident Command Structure



Hampton's Matrix of Responsibilities

Agency	ESF 1	ESF 2	ESF 3	ESF 4	ESF 5	ESF 6	ESF 7	ESF 8	ESF 9	ESF 10	ESF 11	ESF 12	ESF 13	ESF 14	ESF 15	ESF 16	ESF 17
311		S			S										S		
911		L			S										S		
City Attorney					S										S		
City Assessor			S		S									S	S		
City Mgr.'s Office		S			S		L								L		
Community Dev.		S	S		L									L	S		
Convention & Visitors		S			S										S		
Economic Development		S			S									S	S		
Emergency Management		S	S	S	L	S	S		S	S		L	S	S	S	L	
Extension Services					S						L				S		
Finance		S			S		S								S		
Fire & Rescue		S		L	S	S	S	S	L	L			S		S		
Health Dept.			S		S	S		L	S		S				S		
Human Resources					S										S		
Human Services					S	L								S	S		L
HRHA					S	S								S	S		
Information Technology		L			S				S					S	S		
Libraries		S			S										S		
Parks & Rec.	S		S		S	S	S								S		
Public Works	L		L		S		S	S		S			S		S		
Risk Management					S										S		
Sheriff Dept.	S				S								S		S		
Schools	S				S	S								S	S		

L: Lead

S: Support

ESFs

1. Transportation
2. Communications
3. Public Works & Engineering
4. Firefighting
5. Emergency Management
6. Mass Care, Housing & Human Services
7. Resource Support
8. Public Health & Medical Services
9. Search & Rescue
10. Oil & Hazardous Materials Response
11. Agriculture & Natural Resources and Mitigation
12. Energy
13. Public Safety
14. Long-term Community Recovery
15. External Affairs
16. Military Support
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